

## GENERAL EMPLOYEE SAFETY & HEALTH CHECKLIST

= Yes or satisfactory     = No or unsatisfactory

### Housekeeping/Maintenance

- Are aisles, stairs, floors and other walking surfaces free of slipping or tripping hazards?
- Are work areas clean and free of unnecessary material or scrap?
- Are materials stored and/or piled neatly and in a manner to reduce chance of objects falling?
- Are toilets and locker rooms clean?
- Are yards and parking lots arranged for good traffic flow and free of holes or other hazards?

### Personal Protective Equipment

- Is appropriate personal protective equipment (safety glasses/goggles, safety shoes, hard hats, respirators, hearing protection, gloves and other protective clothing) in use where hazards exist?
- Is personal protective equipment maintained and stored properly?

### Machinery

- Are point of operation guards in place and properly adjusted?
- Are drive belts, chains, gears, shaft ends, moving parts etc. guarded or otherwise protected?
- Are lock out/tag out procedures written for machinery and being adhered to?

### Construction

- Are ladders in good condition and properly positioned/secured during use?
- Are openings in floors or other walking surfaces properly covered or sides protected with guard rails?
- Are employees working in trenches or other excavations protected by shoring and/or sloping?
- Are scaffolds well built with good foundations, with rails on open sides and with overhead protection?
- Is temporary wiring inspected regularly to ensure that is in good condition?
- Are ground-fault circuit interrupters (GFCI) installed on all temporary wiring used on construction sites and regularly tested to ensure they are working properly?

### Material Handling

- Are forklifts or other power trucks appropriate for use, equipped with canopy guards, well maintained and operated only by trained employees?
- Are hand trucks or carts in good condition?
- Are elevators, hoists and cranes inspected regularly by qualified personnel?
- Are chains, slings and cables checked before use and used only if free of defects?
- Is manual lifting limited to materials which can be handled safely without overexertion?

### Hand and Power Tools

- Are hammers, chisels, and other tools free of chips, cracks or other defects?
- Are electrical tools grounded if not double insulated and are electrical cords free of damage?
- Are self-adjusting and fixed guards provided with tools and used?
- Are tools maintained and stored in a manner to prevent damage?

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